

**CHIEF, LAND USE**

**DEFINITION:**

Under administrative direction, to administer and supervise a major functional area within the Department of Planning and Land Use; to conduct highly specialized and technical planning and engineering research and analysis; to apply modern planning and engineering methods, principles and practices in formulating policy recommendations and implementing adopted plans; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This position reports to the Deputy Director, Planning and Land Use, and has significant responsibilities for the management and operations of a major functional area within the Department of Planning and Land Use. Chiefs, Land Use are assigned the most complex of planning and land use assignments and are responsible for the origination and development of research proposals, and for the administration and supervision of staff, in the preparation and implementation of significant planning reports, policies and studies. This class differs from the Senior Engineer, Regional Planner, Senior Planner and Environmental Management Specialist III classes in that the duties include the higher complexity of policy formulation, administration and supervision of a major functional area within the Department.

**EXAMPLES OF DUTIES:**

**Administration and Supervision:** Directs, organizes, and coordinates multi-disciplinary professional and non-professional staff in carrying out a variety of planning or land use programs, and in evaluating discretionary permits and other land development projects. Types of positions supervised might include: Planners, Environmental Management Specialists, Engineers, Analysts and technical or clerical classes.

**Policy Administration, Formulation, and Implementation:** Significant responsibility for the formulation and administration of policy in a wide variety of areas, such as land use planning, transportation planning, capital facilities, environmental planning, growth management, land development, zoning and land use regulation and enforcement.

Establishes and implements policies and procedures consistent with sound management techniques and general policies of the County of San Diego. Participates in policy development at the State and National level through the American Planning Association, the International Conference of Building Officials, the Association of Environmental Professionals and the Association of Code Enforcement Officers. Drafts ordinances to implement those policies within the County of San Diego.

**Technical Planning, Research, and Analysis:** Directs the work and personally performs specialized and technical duties in planning, organizing, and implementing comprehensive plans and programs for effective utilization of land and physical facilities, in response to regional service and facilities needs for residential, commercial, industrial, and community planning. Types of projects assigned might include researching and analyzing a variety of data, such as economic, social and physical factors affecting land use and effective community development.

**Written Communication:** Writes effective reports communicating planning and land use information to the public, government officials, and staff. Typically a Chief, Land Use, writes, edits, revises, and produces final plan reports, draft ordinances, development standards and criteria, technical reports, proposed policies, capital facilities programs,

implementation proposals, general plan amendments, environmental documents and resolutions, and notices of approval or disapproval for projects.

**Oral Communication:** Communicates orally to the public, government officials and other staff to effectively convey technical land use information on an individual basis, at group meetings or public hearings. This includes Board of Supervisors' meetings, Citizen Planning Groups, the Planning Commission, the Board of Planning and Zoning Appeals, and International Conference of Building Officials, and court hearings.

**Public Relations:** Relates effectively with other government officials, citizen groups, special interest groups and/or individual members of the public in communicating a variety of planning and land use matters. Organizes, coordinates and directs multi-disciplinary staff in the presentation and summary of project information and recommendations before citizens, local authorities, agency representatives, and land planning and development specialists.

**Budgeting, Contracting, and Grant Writing:** Prepares and processes consulting contracts. Participates in the Department budget process by recommending service delivery levels and resource needs. Establishes policies and procedures consistent with the established budget.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Concepts, theories and regulations which govern the planning and development of private residential, commercial and industrial land improvements and building construction. This includes a knowledge of land use planning, transportation planning, environmental planning, capital facilities planning, growth management, land use and land development regulations.
- Administration and supervision, including techniques of multi-disciplinary task management.
- Research practices applicable to data collection and analysis. Areas of application include studying social, economic, and physical factors in the development of alternative strategies for the use of resources in meeting community and regional needs.
- State legislation and local ordinances, regulations and guidelines related to planning, environmental and land development matters.
- Federal, state and county laws and policies related to land development and processing of projects.
- The General Management System in principle and in practice.

#### **Skills and Abilities to:**

- Effectively administer, organize, assign and supervise the work of multi-disciplinary professionals and non-professionals.
- Prepare, implement and direct the administrative policy related to land use functions.
- Apply a variety of professional methods and techniques, in studying and devising practical solutions to regional control and land development programs.
- Write general and technical reports.
- Prepare and deliver effective oral presentations of complex issues and recommendations.
- Effectively and critically evaluate complex discretionary cases and other development projects.
- Discuss a variety of complex regulations and procedures with the public.

### **EDUCATION/EXPERIENCE:**

Education, training and/or experience necessary to perform the duties and responsibilities outlined above. An example of qualifying education, training and/or experience is: five (5) years of professional experience in land development and planning, two (2) years of which must have been at a level comparable to Senior Engineer, Senior Planner or Environmental Management Specialist III in county service.

**Note:** A master's degree from an accredited college or university, in urban or regional planning, engineering, architecture, environmental management, public administration or a closely related field is highly desirable.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license or the ability to arrange transportation for field travel is required at time of appointment and must be maintained throughout employment. Employees in this class may be required to use their own personal vehicle.